



# Miss Wiley's

Classroom Management Plan

11/30/2015

Primary Grade Levels





# Table of Contents:

## Discipline Philosophy

Philosophy of Education Graphic Representation  
Influential Theorists

Page 3

Page 4

## Preparation

Letter to Students  
Letter to Parents  
First Day Bell Work Assignment

Page 5

Page 6-7

Page 8

## Classroom Management

Procedures  
Bullying Incident Report Form  
Anti-Bullying Pledge

Page 9-11

Page 12

Page 12

## Discipline Plan/Classroom Rules

Classroom Rules  
Discipline Plan/Hierarchy  
Rewards  
Negative Consequences  
Accountability Component

Page 13

Page 13

Page 13

Page 14

Page 15

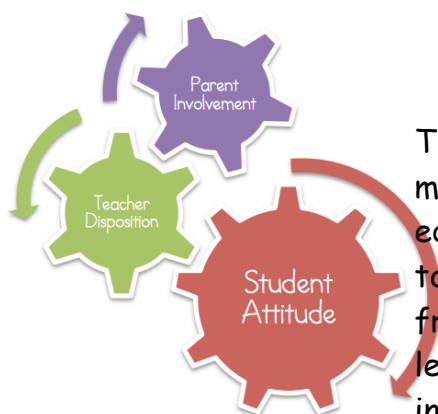
## Seating

2D Classroom Map

Page 16

# Discipline Philosophy

## Philosophy of Education Graphic Representation



The learning of a child, in my opinion, is like a machine. I used gears to help model my philosophy of education because in order for a well-oiled machine to work it needs all the parts. A child needs the help from teachers and their parents in order for their learning to be successful. I believe that parental involvement is in some cases more important than the teacher's involvement. For the first four to five years of a child's life, they are almost completely

influenced by just their parents. This can be very pivotal in how a child approaches school in earlier years. Parents have the power to supervise, assist, and shape a child's moral and values towards school. The best way to help keep students on track is if the parent and the teacher work to form a strong bond and communicate as much as possible about what is going on in the classroom as well as at home. Although children spend most of their time with their parents in the earlier years, the teacher plays the most important role in education simply because they are with the students 8 hours a day for five days a week and run the classroom. This fact alone should be a reason why teachers should continually strive to gain knowledge and work to better themselves every day by staying enthusiastic and excited about learning. Often times teachers forget about the "fishbowl effect" where kids are constantly watching them. If the teacher is continually making an effort to strengthen students' learning by being positive and modeling good behavior, the students will surely follow the same pattern. This also brings up the fact that life can be tough, especially for students. A teacher should model that it is okay to sometimes mess up or make mistakes, but as long as you learn from them and grow, nothing can keep you from reaching your goal. This can then lead into how the student sees themselves, others, and the world they live in. If a student gains confidence in learning, they can gain confidence in themselves, how they treat others, and be a part of creating a safe and friendly community.





## Influential Theorists

### The Canters

Main Idea: Prevent behaviors instead of punishing them

Assertive discipline is the goal for the Canter's theory. What they believe that in order for teacher to prevent misbehaviors from occurring again and again they need to first use assertive discipline. Student should always be clear expectations so they can learn the effect of good and bad consequences on their own. I plan to use this strategy in my classroom because it is my job as the teacher and classroom manager to enforced a well planned out system of classroom rules and consequences. The Canter's theory follows these four objectives:

1. Set rules
2. Set Positive consequences
3. Set negative consequences
4. Plan for implementation

These four objects will ensure that my students will be able to way the outcomes of a positive or negative outcome on their own.

Hopefully, students will learn to choose the positive outcome.

Links to Canters:

<http://lannimasz.com/creed/article1.pdf>

### Jacob Kounin

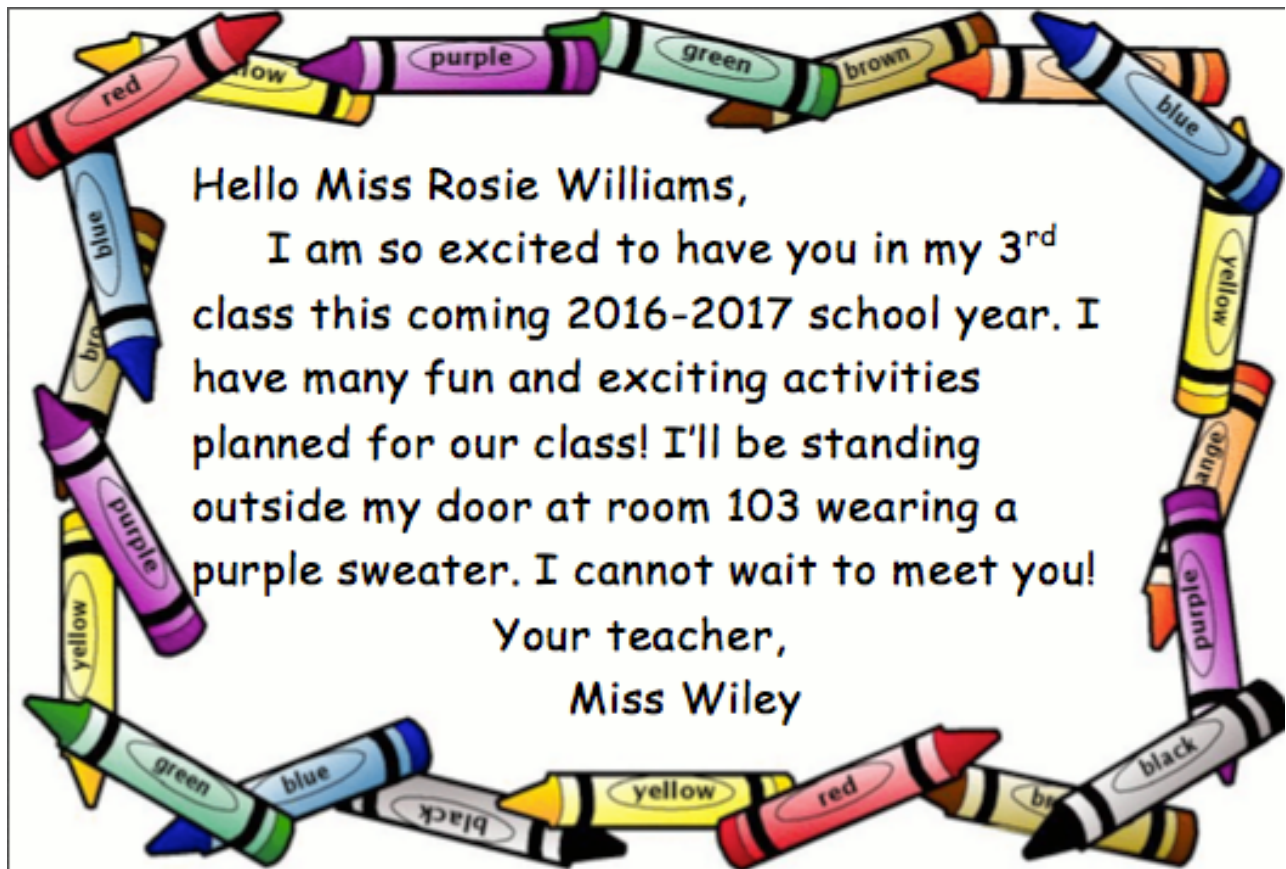
Main Idea: Teacher "Withitness"

"Withitness" is something that I believe all teachers should have, not just myself. Kounin describes it as a teacher being full aware of their students, their classroom, and their teaching. This is something that is very important to me as I strive for success in my students, my staff and myself. Multitasking is a must in teaching, because it is important to be aware of hidden cues from students as well as the obvious ones and same goes for teaching and managing a classroom all at the same time. A final idea for Kounin, which is very pivotal for classroom management success, is making sure that students are accountable individually and in group accountability. This means that every student should be given the chance to answer a question, because this helps each student learn independently as well as gain confidence in their own knowledge. I believe that it is important for teachers to teach but also manage a classroom effectively, individually, and with control.

Links to Kounin


[http://www.education.com/reference/article/using-xray-vision-substitute- teacher/](http://www.education.com/reference/article/using-xray-vision-substitute-teacher/)  
<https://ulmclassroommanagement.wikispaces.com/Jacob+Kounin>

# Preparation



Following page is an example of a letter I would mail home to each student's parent(s) or guardian(s). On the back is a question survey for the parent to fill out and the student to bring to school on the first day to turn in. This will help to get to know my students better during the first week of school.





Hello parent(s) or guardian(s),

Welcome to 3<sup>rd</sup> grade! I am very excited and honored to be your child's teacher this school year! I am hoping that with your help we can make 3<sup>rd</sup> grade a wonderful experience for your child.

For starters, let me introduce myself. My name is Hannah Wiley and this is my first year teaching 3<sup>rd</sup> grade in the Lafayette Community School Corporation at Brunette Creek Elementary. I graduated from Harrison High School right across the street in 2013 and earned my bachelors degree in Elementary Education with a minor in Gifted and Talented and a concentration in State/World Connections at Ball State University in May 2017.

3<sup>rd</sup> grade is the perfect time for students to blossom and gain many skills. Your child will learn many skills, including the history of Muncie and the solar system. Also, this year, we have so many exciting things planned outside of the classroom! For example, a trip to the apple orchard will be happening in just a few weeks!

In my classroom, we have a behavior chart and hierarchy of discipline system. For the behavior chart there will be a clothes pin for each child clipped to a color of paper of either purple for extraordinary, blue for fabulous, green for ready to learn, orange for make better choices, and red for a need to talk about a consequences. This will give the students a visual for how they are doing behavior wise in class. When they move the clip to orange, the hierarchy of discipline will begin. On the first offence a verbal warning will be given, on the second offence there will be a loss of privileges, on the third offence the child will be moved to the refill station to regain focus, on the fourth offence, where the red card starts, a call home be given, and the final offence will result in a trip to the principals office or detention.

I will always available via phone call or email if you have any questions or concerns. My school phone number is (765) 418-7337 ext. 456. My email is [hewiley@bsu.edu](mailto:hewiley@bsu.edu) and my office hours are before school from 7:00am-8:00am and after school from 2:45pm - 4:00pm. Feel free to stop by anytime you'd like during those hours.

On the back of this letter, please fill out my interest survey so that I can get to know your child better before school starts Aug 13<sup>th</sup>. Have your child bring it to school and turn it in on the first day! Thank you!

Hope to meet you and talk to you soon!

Yours truly, Miss Wiley



## Student Interest Survey

Strengths

Favorite Things

Social Skills & Work Habits

Areas for Improvement

Accommodations/Suggestions

Questions/Concerns



ALL ABOUT

Write your name here

GRAPHIC ORGANIZER

✓

JUST THE FACTS

✎

I am \_\_\_\_\_ years old and I am in \_\_\_\_\_ grade.

My teacher is \_\_\_\_\_

The members of my family are \_\_\_\_\_

Some of my friends are \_\_\_\_\_

My birthday is \_\_\_\_\_

🎵

A FEW OF MY FAVORITE THINGS

🍦

Subject \_\_\_\_\_

Food \_\_\_\_\_

Sport \_\_\_\_\_

Song \_\_\_\_\_

Movie \_\_\_\_\_

📷

PICTURE PERFECT

Draw or attach a picture of yourself here.

Caption: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

📖

BEST BOOK

My favorite book of all time is:

🏆

MY HERO

One person who inspires me is:

🔍

DID YOU KNOW?

Something you might not know about me is:

✎

MY MINI-AUTOBIOGRAPHY

Write a little something about yourself here.

Draw or attach a picture to go with what you write.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A decorative border surrounds the entire page. It features a row of large, stylized sunflowers with yellow petals and brown centers at the top and bottom. On the left and right sides, there are smaller sunflowers and a vertical line of five-pointed stars.





# Classroom Management

## Arrival Procedure

1. Enter the room quietly
2. Take out your supplies and materials that you will need for the day
3. Put away your backpack, lunch, and coat in your assigned cubby
4. Turn in your homework in the "Finished" tray
5. Sharpen your pencil if needed
6. Sit down at your assigned desk quietly
7. Quietly work on your bell work

## Tardy Procedure

1. Sign into the office and get a tardy slip from the Mrs. Smith, the secretary
2. Quietly enter the room
3. Quietly put away your backpack and coat and get out materials needed for the day
4. Put the tardy slip in the late arrival tray located under the "Finished" homework tray
5. Sit in your seat quietly and begin working (I, the teacher, will fill you in on the information you missed)

## Absence Procedure

1. If your parent or guardian requests make up work, a folder will be sent down to the office by the end of the day (no later than 2pm)
2. If your parent or guardian does not request make up work, all missed assignments will be in the absent tray located under the "Tardy" tray
3. Read through the material and ask any questions you have before leaving for the day
4. Complete all materials given in the folder
5. You will be given one day to complete the work for each day that you are absent from class. Example:  
You miss three days, you have three days to make up all the work you missed

## Homework Procedure

1. Homework should be turned in at the start of the day
2. Work done in class will be turned in when you are finished
3. Double check to make sure your name is on your paper (If it's not it will end up on the "No Name Board" by the chalk board)
4. Turn your work upside down in the "Finished" tray
5. Sit down and work quietly on the assignment work given to you by Miss Wiley
  - a. If you do not have your homework to turn in, pick up a pink slip, fill it out, and turn it in instead of your homework assignment.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**YOU'VE BEEN PINK-SLIPPED!**

Completing your homework or assignments is your responsibility as a student

TITLE OF MISSING ASSIGNMENT: \_\_\_\_\_

I do not have my homework today because:

\_\_\_\_\_ I did the assigned homework, but I did not bring it to class

\_\_\_\_\_ I chose not to do my homework

\_\_\_\_\_ I forgot to do my homework

\_\_\_\_\_ I did not have the appropriate materials at home.

\_\_\_\_\_ Other (Please explain below)

Student Signature: \_\_\_\_\_



## Getting the Class' Attention

1. When I need the classes attention, I will clap a pattern
2. Once the students have heard the pattern, it is their job to repeat the pattern back to the teacher
3. Once you have repeated the pattern, you are expected to give your full attention to the teacher
4. Once the teacher is done talking, they will instruct you further on what to do.

## Visitor in the Room

1. When a visitor enters the room, keep working quietly
2. I will address the visitor while the class keeps working
3. If the class isn't working on something as a group or individually, please work on any work that needs to be finished, or read silently.

## Getting the Teacher's Attention

1. When answering a question, raise your hand and wait patiently to be called on by the teacher
2. If a student needs help, they will put a red flower on the corner of their desk.
3. Continue to work quietly
4. When the teacher sees the flower, they will come over and help.

## Restroom Procedure

1. Students will be given the opportunity to use the restroom before school, before class, during recess, or during passing periods.
2. If there is an emergency, students should go to the restroom during independent work time
3. There will be multiple restroom breaks throughout the day
4. When using the restroom, you are to respect the building and keep it nice and cleanup after yourself
5. Always wash your hands when you are finished using the restroom

### Restroom Behavior

1. Quietly enter restroom
2. Enter the stall, lock door, and use restroom
3. Quietly walk out if the restroom and wash your hands at the sink station

#### **\*\*Washing hands\*\***

- Turn on water
- Wet hands
- Put soap on hands
- Rub hands together
- Rinse hands
- Dry hands with only ONE paper towel
- Turn off sink with paper towel
- Nicely throw the paper towel in waste basket

## Lining Up

1. There will one single file line (In assigned number order)
  2. Once you have been asked to line up, stand up quietly and push in your chairs
  3. Walk to the door quietly (with hands behind your back and bubbles in your cheeks)
  4. Keep your hands to yourself while in line
  5. Face forwards at all times while in line
  6. Watch where you are going
  7. Keep up with the person in front of you
- \*\*If students fail step 1-5, students will all sit back down and try again**





## Hallway Procedure

1. Keep your hands and feet to yourself
2. Make sure you are not talking when we are in the hallway
3. Stay in your spot in line
4. Follow the person in front of you
5. Keep up with the class!

## Dismissal Procedure

1. Bus riders will be dismissed first
  - a. Walkers and pickups will sit quietly and read at their desks
2. Have a designated student hand out folders to students
3. Put away all materials and clean up your area
4. Put your homework in your folder and put your folder in your backpack
5. Quietly stack your chairs on top of your desk
6. Line up at the door, without talking
7. The bell does not dismiss you, I do.
8. Once the bus riders have left, walkers and pickups may repeat steps 1-7

## Bullying Pledge/Procedures

### Student as a Victim

1. If you are being bullied, simply tell them to stop and avoid by walking away
2. If the bullying continues to bother you, immediately inform the first teacher you see
3. Tell them what happened, who was involved, if anyone was a witness.
4. You will need to fill out an Incident Report Form and turn it into the teacher
5. There will be a conference set up with the accused bully and victim and a teacher (Parents will come if needed)
6. The incident Report Form will be discussed and a punishment will be administered.

### Student as a Bully

1. A student should NEVER be a bully to another student under any and all circumstances
2. IF you are caught bullying another student, you will be sent to the principal's office immediately for further punishment.

### Student as Bystander

1. If you witness and kind of bullying, you MUST get outside help and report it!
2. Inform the next teacher you see
3. You will fill out an Incident Report Form
4. You will need to be prepared to tell the principal and the teacher what you saw and/or heard

**\*\* Bullying is not accepted or tolerated under any circumstances in my classroom. Extreme action will be taken if students are found bullying!**



## Bullying Incident Report Form

Your Name: \_\_\_\_\_

Names of those involved: \_\_\_\_\_

\_\_\_\_\_

What happened/What did you see?

\_\_\_\_\_

\_\_\_\_\_

Were there any other witnesses (If so, who)?

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Anti-Bullying Pledge

\_\_\_\_\_, Will speak up when I see bullying in the school, classroom, or community. I will help those who are bullied and defend their case. I will be a friend to everyone by using kind words and treating other with respect. I will not be a bully by using physical or verbal harm towards another classmate.

**Student Signature:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Teacher Signature:** \_\_\_\_\_



A decorative border of yellow sunflowers with brown centers surrounds the text. The sunflowers are arranged in a slightly irregular pattern, with some larger than others, creating a cheerful and natural frame.

# Discipline Plan/Classroom Rules

I selected my 5 rules because many studies have shown that 3-5 positive rules are all that is need and all kids can remember in order to have a well-behaved classroom. I plan to implement these 5 classroom rules in my class on my own.

## Classroom Rules

1. Listen when someone is talking
2. Follow the teachers directions the first time they are given
3. Treat everyone with kindness and respect
4. Take care of our school and classroom
5. Work and play safely and quietly

## Discipline Plan

In my classroom, we have a behavior chart and hierarchy of discipline system. For the behavior chart there will be a clothes pin for each child clipped to a color of paper of either purple for extraordinary, blue for fabulous, green for ready to learn, orange for make better choices, and red for a need to talk about a consequences. Everyday the clips will restart at green. This will give the students a visual for how they are doing behavior wise in class. When they move the clip to orange, the hierarchy of discipline will start from 1-4, and red will be given for a level 5 offence.

- 1<sup>st</sup> A Verbal Warning
- 2<sup>nd</sup> Loss of Privilege
- 3<sup>rd</sup> Action Plan/Refill Station
- 4<sup>th</sup> Phone Call Home
- 5<sup>th</sup> Detention/Principals Office

\* Severe Infraction will immediately Skip to Final Action Step

## Rewards

### Positive Reinforcement

- Tell a student they are doing a great job on something
  - Example: "Great job finishing your assignment quietly and on your own, Rosie!"

Sit with a friend during class

- As long as they are quiet and listening when the teacher is talking

Eat lunch with the teacher

Sit in the Big Comfy Chair for 1 hour

Take a Homework Pass

Be first in line to lunch

Get extra computer/iPad time

\*\* If a child has a birthday, they may choose ONE of these rewards for the day

A decorative border of yellow sunflowers with brown centers surrounds the page.

### Negative Consequences

- Verbal Reminders
  - If a student isn't doing something that should, remind them of the rules
    - Example: "Remember to sit in your chair quietly, Sarah!"
- Written Documentation
  - Give students a Red-Slip

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

## You've Been RED-SLIPPED

What did you do wrong: \_\_\_\_\_  
\_\_\_\_\_

Why did you do it: \_\_\_\_\_  
\_\_\_\_\_

Come up with three ways to fix the problem:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

- Move your clip down a color
  - If a student isn't doing something they should, move their clip down a colored card.
    - Example: Noah is still not listening during instructional time even after a verbal warning, write down their name and talk to him after instructional time and have Noah move his clip from green to orange.
    - Example: Noah is still messing around even after he moves his clip from green to orange and the hierarchies of discipline steps have been placed. Noah will then move his clip to red and be sent to the principal's office or be given detention after school.





## Accountability Component

\*\*\* I will send out this letter the first day of school and have the students read and fill it out with their parent(s)/guardian(s). I will ask both students and parent(s)/guardian(s) to sign the bottom to ensure that everyone is in support of my discipline plan.

Dear Students and Parent(s)/Guardian(s):

Hello, again! Welcome to my classroom and I am very pleased with the students this year. I also want to share with you a copy of my discipline plan for my classroom. I humbly ask that both students and parent(s)/guardian(s) sign them bottom in agreement of the plan. I will also include an extra line for any comments or questions they may have regarding my discipline plan.

In my classroom, we have a behavior chart and hierarchy of discipline system. For the behavior chart there will be a clothes pin for each child clipped to a color of paper of either purple for extraordinary, blue for fabulous, green for ready to learn, orange for make better choices, and red for a need to talk about a consequences. Everyday the clips will restart at green. This will give the students a visual for how they are doing behavior wise in class. When they move the clip to orange, the hierarchy of discipline will start from 1-4, and red will be given for a level 5 offence.

1<sup>st</sup> A Verbal Warning

2<sup>nd</sup> Loss of Privilege

3<sup>rd</sup> Action Plan/Refill Station

4<sup>th</sup> Phone Call Home

5<sup>th</sup> Detention/Principals Office

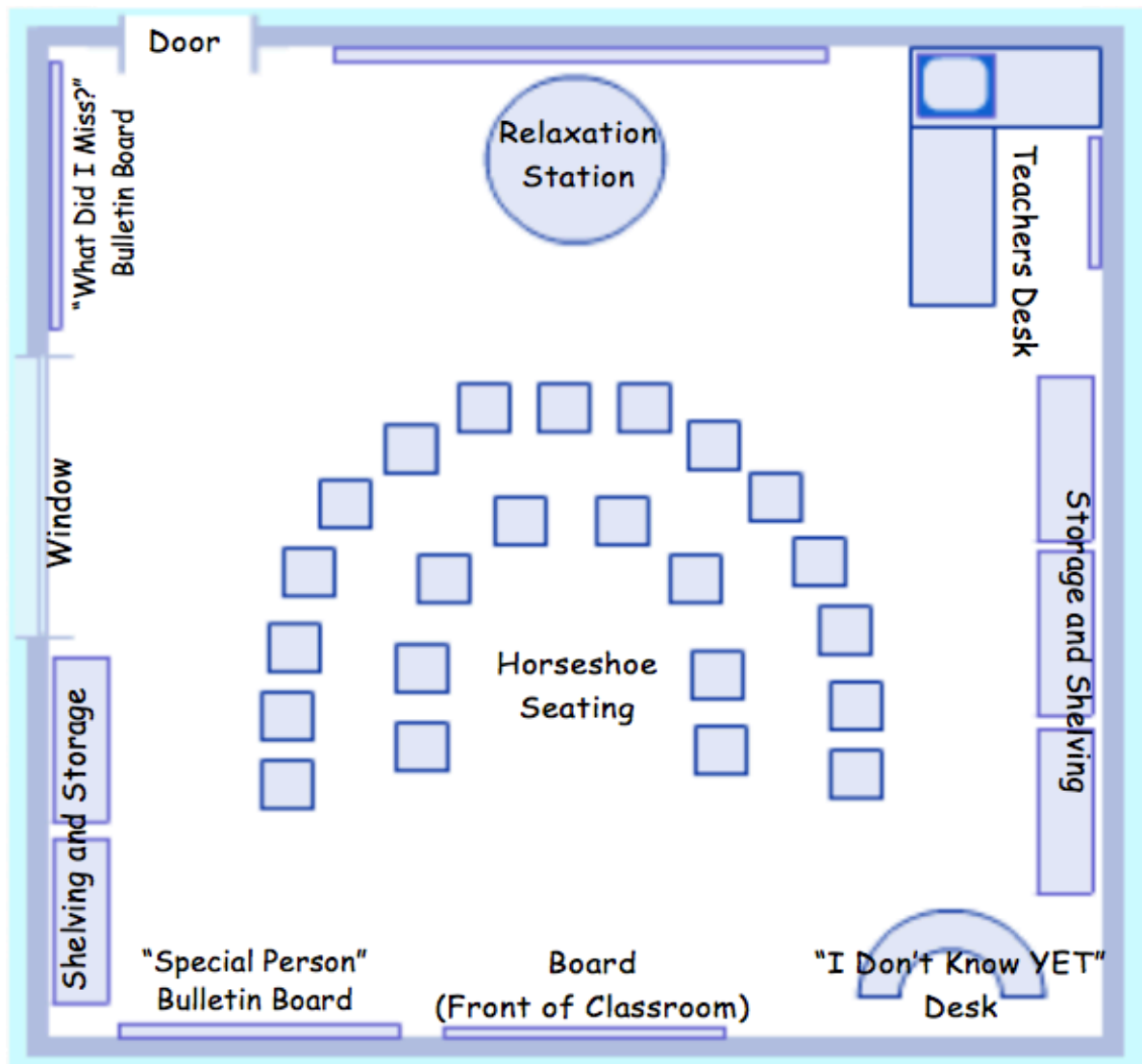
\*\*\* Severe infraction will immediately skip to final action step

Thank you so much for taking the time to read and go over this with your students!

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Seating Arrangement



## Seating Configuration:

The seating configuration I chose is the horseshoe because this is what I believe this to be the best arrangement for class discussions. My philosophy is that when a class works together as a whole they can achieve more. This arrangement is also very dynamic because group work and testing can be easily accommodated to in this configuration.

## Seating Arrangement Method:

On the first day of school, I will let the students pick their own seats. This way I can find who their friends are and during recess I will place a colored shape on each desk. When the students begin to enter the classroom, I will hand out another colored shape where the students will have to match up their colored shape to their new assigned seat.